

Point of the Mountain Development Commission RFP Draft Outline

Scope of Work

General

1. Effectively collaborate and manage the project.

Phase 1

1. Develop and implement a plan for communications and public engagement (charrettes, town halls, surveys, etc).
2. Define the area to be included based on public feedback.
3. Gather and analyze economic and demographic data.
4. Prepare core values and vision statements based on public engagement.
5. Develop a vision action plan.
6. Identify methods to maintain and update vision statement and vision action plan.
7. Produce a report containing items 3-6.

Phase 2

1. Conduct a transportation and infrastructure study.
2. Develop transportation and traffic improvement alternatives.
3. Develop infrastructure improvement alternatives.
4. Evaluate costs of needed transportation and infrastructure and alternatives.
5. Produce a report containing items 1-4.

Phase 3

1. Analyze funding options for recommendations from Phase 1 and 2.
2. Develop a funding strategy.
3. Produce a report outlining items 1-2.

Timeline

1. RFP approval – Late June 2016
2. RFP consultant selection – Mid July 2016
3. Kickoff meeting – Late July, 2016
4. Public launch / implement public engagement plan – Early August, 2016
5. Present draft vision to community – Early October, 2016
6. Refine vision – Mid October, 2016
7. Phase 1 report – November 1, 2016
8. Phase 2-3 – 2017-2018

Evaluation Criteria

1. Cost
2. Experience
3. Qualifications
4. Approach
5. Proposal clarity/completeness